



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Information Bulletin No. **CA-2004-004**

To: All Employees

From: DSD, Support Services Division

Subject: Thrift Savings Plan Open Season – October 15, 2003 through December 31, 2003

The next Thrift Savings Plan (TSP) open season begins October 15 and ends December 31, 2003. During the open season, you may begin contributing to the TSP or change the amount of existing TSP contributions. **FERS** employees may elect to contribute up to **14%** of the basic pay they earn each pay period, while **CSRS** employees may elect to contribute up to **9%** of their basic pay.

How to make a contribution election:

Elections may be made via Employee Express or by submitting a TSP-1 Election Form to the Human Resources office. You can obtain the form by contacting the Human Resources office or from the TSP web site, www.tsp.gov. Employee Express transactions require a PIN which can be obtained by calling 1-800-827-6254 or by going to the Employee Express web site www.employeeexpress.gov.

The Employee Express numbers are:

- From work - (478) 757-3080
- From any touch-tone telephone - 1-800-827-6254
- TDD Service - (478) 757-3117
- Web Site: <http://www.employeeexpress.gov>

When elections become effective:

If your election is received before December 13, 2003, it will become effective the first full pay period in December. If your election is received after December 13, 2003, it will become effective the first full pay period after it is received. **You may only make one election during**

the open season! Please remember to review your leave and earnings statement carefully after the effective date of the transaction to ensure it was processed. Any discrepancies should be reported to the HR office as soon as possible so that corrections can be made.

How to make an investment election:

You may invest in any of the five investment funds. To change investment of future contributions to your TSP account, you must request a **contribution allocation**. To change the investment of money already in your account, you must request an **interfund transfer**. To request a contribution allocation or an interfund transfer, use the TSP web site www.tsp.gov, the Thriftline at (504) 255-8777, or Form TSP-50 (Investment Allocation). You may request a contribution allocation or interfund transfer at any time. Form TSP-50 is available in your Human Resources office. It is not available on the web. **Note: If you complete Form TSP-50, you must forward it directly to the National Finance Center (NFC) in New Orleans, Louisiana. Do not forward it to you Human Resources office. Agencies can no longer process contribution allocations.**

What do I need to use the TSP Web site or Thriftline?

If you use the TSP web site or Thriftline, you must have your TSP PIN and social security number available. If you do not know or do not have your TSP PIN, you may obtain it by calling the Thriftline. You are encouraged to do so immediately if you need a PIN because it takes some time for a new PIN to be generated and mailed to you.

Catch-Up contributions:

TSP participants who are 50 years of age or older and who are already contributing the maximum allowable amount to the plan, may make additional tax deferred contributions to the TSP, i.e., catch-up contributions. The annual limit in 2004 is \$3,000. The catch-up contributions for 2004 start in pay period 0401 (beginning December 14, 2003). Catch-up contributions are not subject to open season rules. You may start and stop an election at any time during the year. Election can be made via Employee Express or by completing form TSP-1-C. Please keep in mind, that you must contribute the maximum allowable amount to the TSP, i.e., 14 % for FERS employees and 9% for CSRS employees, before you can elect catch-up contributions.

Where can I obtain additional information about the TSP?

Additional details are available in the handbook "Summary of the Thrift Savings Plan" through the TSP web site at <http://www.tsp.gov/forms/tspb08.pdf> or by calling your human resources office at (916) 978-4463.

Questions regarding the TSP may be directed to Angie Dailly at (916) 978-4476.

Signed
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DSD, Support Services

Authenticated
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Records Management